State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: Kathy Ryan
Date: May 6, 2004
Time: 1:30 PM
Location: DETR Conference Room

Attendees

Members	Attend ✔	Guests
Roberta Roth, UCCSN	✔	Ray Mendez, DoIT
Kathy Ryan, DoIT	✔	Mel Rosenberg, DHCFP
Dave McTeer, IFS	✔	Randel Stevens, DoIT
Robert Chisel, NDOT		John Stewart, DoIT
Kathy Shabi, DETR		Bill Hatfield, DoIT
Janet Pirozzi, DETR	✔	
Kathy Comba, DPS	✔	
Brian Kagele, SOS		
Chuck Moltz, AG	✔	
Grant Reynolds, B&I	✔	

Minutes –

The minutes from the 4/1/04 meeting were reviewed and approved.

Agenda Items and Discussion

1.	**Review of the Project Closeout and Lesson Learned for the MMIS project:** The MMIS project manager, Ray Mendez reviewed the project closeout document and Lessons Learned with the committee members. Some of the highlights he shared were: • Communicate, communicate, communicate. The project manager cannot over communicate. • Contract negotiation is extremely important. Keep the deliverables to a manageable number and size and allow adequate time for review. • Embrace a formal risk management process early in the project and use it. • Develop a formal, executable contingency plan. • The Operational Readiness process was very helpful in identifying problem areas and workarounds.

	• Require consistent VP and Sr. VP level participation in the project from the vendor. Utilize "Leadership" and "Executive" meetings to create a pressure sensitive environment for the vendor's executive management. • High level support is essential. Involve agency top and middle management in the project. Weekly leadership meetings worked well to keep everyone advised of the issues. The committee thanked Ray for sharing the Lessons Learned.
2.	**Review of the MMIS-DSS IPR & Deliverables Payment Schedule**: The project manager Mel Rosenberg was present and apologized for not submitting the monthly reports for the DSS project to the ITPOC. He promised the committee that he would send the report to them for the June meeting. He advised the committee he expects the DSS module to go live in June.
3.	**Review of the Project Closeout and Lesson Learned for the DoIT Mainframe Upgrade project:** The DoIT Mainframe Upgrade project manager, John Stewart, reviewed the project closeout document and Lessons Learned with the committee members. Some of the highlights he shared were: • Communicate, communicate, communicate. The project manager cannot over communicate and communication must be done at all levels. Communication with customers should be coordinated by a member of the implementation team. • Involve customer agency management in the process as soon as possible. • Coordination and change control is extremely important between functional groups.
4.	**Review of the Child Nutrition Project IPR & Deliverables Payment Schedule**: The project manager, Randel Stevens gave with the committee an update on the Child Nutrition project. The committee has been concerned about adequate funding for this project, which is funded through grants. Phase 1 of the project is currently in User Acceptance Testing. Education will initially host the Child Nutrition Program system at NDE until the end of the current FFY. There is an issue with the production environment at NDE so moving the servers to the Computer Facility is being explored. Funding will need to be secured for hosting charges. Additionally, there is the issue of funding for the maintenance contract in FY05 since it was not a part of the original grant request. The committee advised Randel to make sure Education includes the cost for the facility hosting charges and the maintenance contract in their budget for FY06/07 since these are operational issues and must be covered. Randel agreed to report back to the ITPOC at the June 3rd meeting and give an update.

5.	**Review of the DETR Contributions Redesign IPRs:**
	The committee reviewed the monthly reports and did not have any questions or concerns.
6.	**Review of the MHDS AIMS to Avatar replacement project IPR and Deliverables payment schedule:**
	The committee reviewed the monthly reports and had questions and concerns.
	The IPR indicated this is Phase 1 yet the target end date is shown as 6/30/06. The IPR target end date should reflect the end date for Phase 1. Otherwise, this affects the calculations for the variances. An additional IPR can be created for Phase 2.
	The project manager was given a template for the deliverables payment schedule last month, but it was not used. There still seems to be confusion on the part of the project manager on how to use this form.
	The committee request the chair follow-up with the project manager and request the IPR is updated appropriately and explain how the template is to be used for the deliverables payment schedule.
7.	**Review of the DCFS AIMS to Avatar replacement project IPR, Deliverables payment schedule and quarterly risk management report:**
	The committee reviewed the monthly IPR, quarterly risk management report and the deliverables payment schedule and had a few questions. The IPR reported the Overall status as "Revising Plan" and it appeared from the deliverable payment schedule that tasks 6 – 10 are overdue. The committee requests the chair follow-up with the project manager.
	The committee thanks the project manager completing the deliverables payment schedule as requested.
8.	**Review of the DoIT Microwave project IPRs and quarterly risk management report:**
	The committee reviewed the monthly reports and did not have any questions or concerns on them.
9.	**Review of the monthly Tax MBT IPR:**
	The committee reviewed the monthly report and did note that the project appeared to be slightly behind schedule. Also noted was the risk identified concerning insufficient resources for programming which may impact the scheduled completion date. The committee agreed to wait for the June report and update to determine what progress had been made.

10.	**Review of monthly Wildlife Licensing CSPEC and Deliverables Schedule:**
	The committee reviewed the monthly reports. A question was raised concerning deliverable 6.6.3.7 which was due on 1/30/04. The deliverables schedule did not indicate if it had been received. Is this overdue?
	The committee requests the chair follow-up with the project manager to determine the status.
11.	**Discussion items:**
	Education SAIN project
	Contact the acting Superintendent of Education, Keith Renault about the SAIN project. Invite them to an ITPOC mtg to present their project.
	PSP review – It was agreed that Roberta will develop a plan for the committee to review and update one PSP at every monthly meeting
12.	**Review of the Upcoming IT projects:**
	June – Department of Education SAIN project

Action Items[1]

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
44.	9/11/03	Develop a template and guide for contingency plans. Update affected PSPs.	All		
46.	10/2/03	Schedule a work session to revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk.	All		
65.	3/4/04	Ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.	Roberta		
68.	4/1/04	Develop an alternate method for calculating variances on the IPR.	All		
69.	4/1/04	Contact the Wildlife project manager and inquire about Deliverable 6.6.3.7. Is it overdue? What is the status?	Roberta		
70.	4/1/04	Contact the DHCFP MMIS DSS project manager again with the committee's questions and concerns noted on the IPR and outstanding deliverables	Roberta	Done	4/1/04
71.	4/1/04	Contact the MHDS Avatar project manager and resolve the issues with the IPR and deliverable	Kathy		

[1] *Action Item*: A commitment to complete an action or an assignment.

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
		payment schedule. **Reopened 5/6/04**			
73.	4/1/04	Contact the DoIT Microwave project manager and request the missing quarterly risk management report.	Roberta		
74.	4/1/04	Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.	All		
75.	4/1/04	Review all ITPOC PSPs and update as needed. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes.	All		
76.	5/6/04	Develop a plan for the committee to review and update one PSP at every monthly meeting	Roberta		
77.	5/6/04	Contact the DCFS project manager with the committee's questions on the outstanding deliverables that appear to be overdue.	Roberta		

Decisions[2]

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

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[2] *Decision*: Reaching a conclusion… particularly in response to a course of action.